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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

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4 PROCUREMENT MEMORANDUM NO. 3

Standard Purchase Abstract Format

Attached is a specimen purchase abstract which includes all the items that should appear on purchase abstracts, and also enumerates the order in which they should be set down. It will simplify record keeping, expedite the preparation of reports, and will make for greater accuracy in maintaining commodity accountability if pertinent information is always located in the same place on the purchase abstract -- for this reason, for example, the contract number and the commodity code number should always be the first and second items on the left of the abstract, and the price per unit and quantity accepted columns should always be the last two columns on the right of the abstract.

It may be advisable at times to alter the format as specified, for example, in cases in which information would be duplicated (when f.o.b. and purchase location are the same). Whenever it is deemed advisable to make changes in the abstract format, the commodity branch should confer with the Commodity Accountability Section of the Custody and Disposition Division in order to ascertain the effect of such changes on the record keeping.

Attached also is a specimen format for use in abstracting amendments to purchase contracts. Whenever a contract is amended, it should be transcribed in full as amended, and those items that have been changed should be underlined. The abstract should include the phrase "This contract has been amended and now reads as follows: changes are underlined."

For both original contracts and amendments, Purchase Abstract numbers shall be assigned when abstracts are ready for release to the Reproduction and Distribution Section, Administrative Services Division.

The commodity code has been established by the Commodity Accountability Section; any questions relating to it should be referred to that Section.

Ralph W. Hunt

Deputy Director

Attachment

SPECIMEN

Purchase Abstract No. FV-999
Announcement No. FSC 1572
Acceptance Date 12/12/42

Program of Purchase: GCP
Program of Use: Stockpile

WAR FOOD ADMINISTRATION
FOOD DISTRIBUTION ADMINISTRATION
or
(FEDERAL SUPPLUS COMMODITIES CORPORATION)
Fruit and Vegetable Branch
Purchase Abstract

Canned Blueberries
(Name of the Commodity)

Contract No. :	Commodity: :	Vendor's Name and Address :	F.O.B. Point :	Present Location :	Original Carrier :	Delivery Schedule :	Grade, Type or Quality :	Packaging and Container :	Price per Unit :	Quantity Accepted :
FSC (F) 9642:	789-89-09:	W.R. Rocah Co. Winter Haven, Florida	Tallahassee, Fla.:	Orlando, Fla.:	ACL	On or before : 1-6-43	Red Jay	6/#10 tins to : case	\$5.00	51 cases

AMENDMENT SPECIMEN

Purchase Abstract No. FV-999-A
Announcement No. FSC 1572
Amendment Date 1/26/43

WAR FOOD ADMINISTRATION
FOOD DISTRIBUTION ADMINISTRATION
or
(FEDERAL SURPLUS COMMODITIES CORPORATION)
Fruit and Vegetable Branch
Purchase Abstract

Program of Purchase: GCP
Program of Use: Stockpile

Canned Blueberries
(Name of the Commodity)

Contract No.	Commodity	Vendor's Name and Address	F.O.B. Point	Present Location	Original Carrier	Delivery Schedule	Grade, Type or Quality	Packaging and Container	Price per Unit	Quantity Accepted
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This contract has been amended and now reads as follows: changes are underlined:

FSC(F)-9642 : 789-89-09 : W. R. Rocah Co. : Talahassee, Fla.:Orlando, Fla.: ACL : On or before :Blue Arrow :6/#10 tins to :\$6.00/case : 51 cases
Winter Haven, Fla. 2-25-43 case

